

# UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF GEORGIA



CM/ECF Version 3.3  
Tip Sheet  
(ATTORNEY USER GUIDE)

# QUERY:

Check boxes for open and/or closed cases have been added to the selection screen.

The screenshot displays the ECF (Electronic Case Filing) system's Query interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Login. The main heading is "Query". Below this, a "Search Clues" section contains several input fields: Case Number, Last / Business Name (with examples: Desoto, Des\*t), First Name, Middle Name, SSN / ITIN, and Tax ID / EIN. A "Type" dropdown menu is also present. To the right of the dropdown, there are two checkboxes: "Open cases" and "Closed cases", which are highlighted by a red rectangular box. At the bottom of the form, there are "Run Query" and "Clear" buttons.

Search Clues	
Case Number	<input type="text"/>
Last / Business Name	<input type="text"/> (Examples: Desoto, Des*t)
First Name	<input type="text"/>
Middle Name	<input type="text"/>
SSN / ITIN	<input type="text"/>
Tax ID / EIN	<input type="text"/>
Type	<input type="text"/> ▼
<input type="checkbox"/> Open cases <input type="checkbox"/> Closed cases	

# NOTICE OF ELECTRONIC FILING (NEF)

- Previously, only the name and email address was shown in the list of recipients (and names of those not notified electronically.) Now, an attorney recipient also shows “on behalf of” and the type and name of the party represented; if multiple parties are represented, only the first one is shown from a list sorted by attorney last name, party role description, party first name, and party last name.

William R. Adams on behalf of Debtor Madeleine Martin wradams@comcast.net
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# NOTICE OF ELECTRONIC FILING (NEF) (Corrected PACER Issues)

- Previously, an outside user who clicked a document link in the NEF multiple times was sometimes not allowed the appropriate “free look.” Instead, the user would receive an error message: “Could not display/tmp/XXXXX-X-ecf.pdf, it does not exist.”
- Previously, an outside user who clicked a document link in the NEF for a “free look” was being forced to enter a PACER login if they were using Internet Explorer.
- Previously, when a user displayed a claim, the charges were not being limited to 30 pages (the receipt showed the correct charges but Billing History did not.)

# CASE OPENING: EOUST Data

- The following data collection fields have been added to the BK case opening screens to be completed by the attorneys.

**The EOUST data MUST be entered by Attorneys**

**The data collection fields differ for each Chapter!**

# Chapter 13:

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**File a Court document:**

[09-60009 Kermit Frog](#)

Chapter: 13 v

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

# Chapter 11:

**EECF**   Bankruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Search   Logout

[09-60010 Miss Piggy's Charm School](#)

Chapter: 11 v

Form B1: Debtor's aggregate non-contingent liquidated debts < \$2,190,000 ☐

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission

Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions

Debtor  Spouse

Schedule J line 20c: Monthly net income

# Chapter 7:

## **PART 1** - SCHEDULES C, I, and J

**EECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**File a Court document:**

[09-60002-jem Charles J King](#)

Chapter: 7 ▾

**Schedules**

Schedule C: Total value of claimed exemptions	<input type="text"/>	
Schedule I line 1: Monthly gross wages, salary, and commission	Debtor <input type="text"/>	Spouse <input type="text"/>
Schedule I line 5: Subtotal of payroll deductions	Debtor <input type="text"/>	Spouse <input type="text"/>
Schedule J line 20c: Monthly net income	<input type="text"/>	

**Form B22A**



# Chapter 7:

## **PART 2 - FORM B22A** (Line 1A through Line 20B of 55)

Form B22A	
Line 1A: Veteran's declaration	<input type="checkbox"/>
Line 1B: Declaration of non-consumer debts	<input type="checkbox"/>
Line 2: Marital/filing status	<div></div>
Line 11: Subtotal of current monthly income	Debtor <div></div> Spouse <div></div>
Line 14B: Debtor's household size	<div></div>
Line 14: Applicable median family income	<div></div>
Line 18: Current monthly income	<div></div>
Line 19A: National standards: food, clothing and other items	<div></div>
Line 19B: National standards: health care for household members under 65 years of age (Subtotal C1)	<div></div>
Line 19B: National standards: health care for household members 65 years of age or older (Subtotal C2)	<div></div>
Line 20A: Local standards: housing and utilities; non-mortgage expenses	<div></div>
Line 20B: Local standards: housing and utilities; mortgage/rent expenses	<div></div>

# Chapter 7:

## **PART 2** - FORM B22A (Line 22A through Line 46 of 55)

Line 22A: Local standards: transportation: vehicle operation/public transportation expense	Number of vehicles used <input type="text"/> <input type="button" value="v"/>	Amount <input type="text"/>
Line 22B: Local standards: transportation: additional public transportation expense	<input type="text"/>	
Line 23: Local standards: transportation ownership/lease expense	Number of vehicles owned <input type="text"/> <input type="button" value="v"/>	
Line 23c and 24c: Local standards: Net transportation ownership/lease expense	Vehicle 1 <input type="text"/>	Vehicle 2 <input type="text"/>
Line 33: Total expenses allowed under IRS standards	<input type="text"/>	
Line 38: Education expenses for dependent children under 18	<input type="text"/>	
Line 39: Additional food and clothing expense	<input type="text"/>	
Line 41: Total additional expense deductions	<input type="text"/>	
Line 46: Total deductions for debt payment	<input type="text"/>	

# Chapter 7:

## **PART 2 - FORM B22A** (Line 47 through Line 55 of 55)

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income

Line 51: 60-month disposable income

Line 52: Initial presumption determination

 ▼

Line 53: Total non-priority unsecured debt

Line 54: Threshold debt payment amount

Line 55: Secondary presumption determination

 ▼

Next

Clear

# CASE OPENING: Statistical Data

- The case opening screen for entering statistical data no longer includes the items listed below for an **INVOLUNTARY** case.
  - Prior filing within 8 years
  - Asset Notice
  - Estimated number of creditors
  - Estimated Assets
  - Estimated Liabilities

# DOCKETING:

- **Withdrawal of Claim:** Previously, the user was required to enter the claim number(s) in a text box. Now, the user must select from a list of claims that have been filed.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**File a Claim action:**

[09-60002-jem Charles J King](#)  
Chapter: 7 v

Start typing to find another event. Hold down to add additional items.

**Available Events** (click to select events)

- Determination of Status of Claim, Motion for Objection to Claim (Motion to Disallow Claim)
- Objection to Transfer of Claim
- Transfer of Claim
- Withdrawal of Claim**

**Selected Events** (click to remove events)

- Withdrawal of Claim**

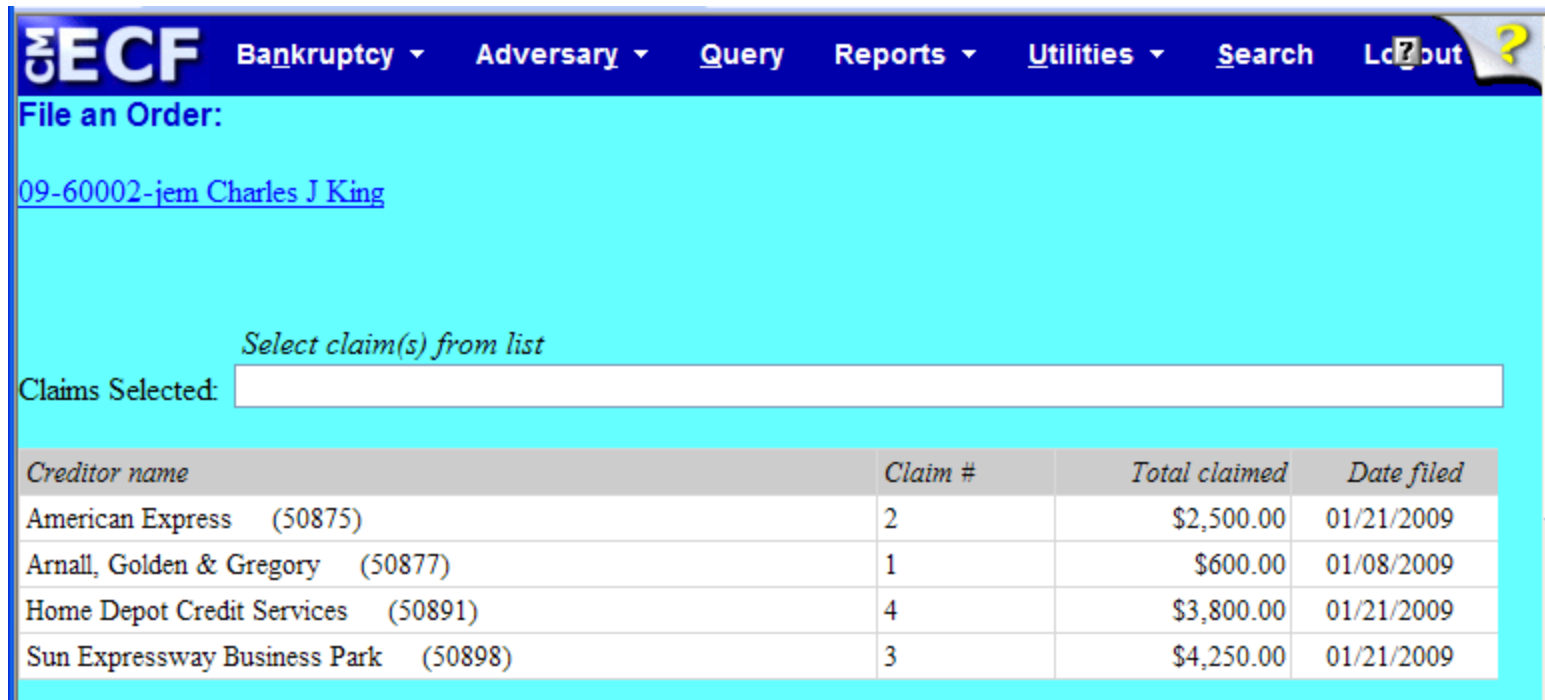
Next Clear

**Docketing any of the Events listed below will also require the user to select from a list of claims:**

- Determination of Status of Claim, Motion for**
- Objection to Claim (Motion to Disallow Claim)**
- Objection to Transfer of Claim**

NOTE: The Creditor's are listed **ALPHABETICALLY**  
– NOT in numeric order!

However, you may switch the order by clicking on the column header  
“Creditor name” or “Claim #.”



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a section titled "File an Order:" with a link "09-60002-jem Charles J King". Below this link, there is a text input field labeled "Select claim(s) from list". Below the input field, there is a table with four columns: Creditor name, Claim #, Total claimed, and Date filed. The table contains four rows of data.

Creditor name	Claim #	Total claimed	Date filed
American Express (50875)	2	\$2,500.00	01/21/2009
Arnall, Golden & Gregory (50877)	1	\$600.00	01/08/2009
Home Depot Credit Services (50891)	4	\$3,800.00	01/21/2009
Sun Expressway Business Park (50898)	3	\$4,250.00	01/21/2009

- The user can select or de-select simply by clicking anywhere on the row for the claim. Use extreme **CAUTION** when selecting the Creditor's name or the Claim number!

For **JOINT** cases that are pending, or were closed with the 3.3 version, the data displayed after the case number/title includes the disposition and date for both debtors.

Georgia Northern Bankruptcy CM/ECF v3.3.1 TRAIN DB - Windows Internet Explorer

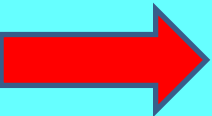
https://ecf-train.ganb.circ11.dcn/cgi-bin/CaseFiled-Rpt.pl?1227C

Search Web

Georgia Northern Bankruptcy CM/ECF v3.3.1 T...

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

08-60009-jem	bk	13	Curtis Eugene Reynolds and Charlene Reynolds	Massey Dickinson	Filed: 01/11/2008 Entered: 01/11/2008 Db discharged: 04/04/2008 Jdb discharged: N/A Db dismissed: 04/04/2008 Jdb dismissed: N/A	Office: Atlanta Assets: Yes Fee: Paid County: Newton
08-60010-jem	bk	13	Curtis Eugene Reynolds	Massey Brown	Filed: 01/11/2008 Entered: 01/11/2008 Db dismissed: 02/27/2008 Jdb dismissed: N/A	Office: Atlanta Assets: Yes Fee: Paid County: Newton





# Different Dispositions for Joint Debtors

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Log Out ?									
Discharged: 04/03/2008 Fee: Paid County: DeKalb									
08-60021-mgd	bk	13	Joseph Wayne Sample and Sarah Lynn Sample	Diehl	Filed: 01/21/2008 Entered: 01/21/2008 Closed: 02/04/2009	Office: Atlanta Db disp: Discharge Denied Jdb disp: Standard Discharge Assets: Yes Fee: Paid County: DeKalb			
08-60022-pwb	bk	13	Margarette Pierre-Louis	Bonapfel	Filed: 01/22/2008 Entered: 01/22/2008 Discharged: 02/27/2008	Office: Atlanta Assets: Yes Fee: Paid County: DeKalb			

In this example, the Debtor was denied a Discharge, but the Joint Debtor received a Stand Discharge.